

TRUMBULL HIGH SCHOOL – Frequently Asked Questions – 2017/2018

- Q1.** Where are most of the practices, policies, and procedures outlined?
- A.** Student Handbook, Program of Studies Book, Policy Manual, Website
A current Policy Manual is kept in each house office; in addition, Board of Education policies are available on the Trumbull Web Site at <http://www.trumbullps.org/policies.htm>.
In the handbook, you will find answers to questions about:
- non-discrimination in instruction policy
 - sexual harassment
 - guidelines for alternate placement
 - standard of student conduct
 - school code of conduct
 - off campus misconduct
 - electronic devices
 - parking
 - detention
 - BYOD
 - study halls
 - school dances
 - buses
 - fire drills, parking
 - dress code
 - attendance and tardiness policies
 - internet policy
 - courses and grading information
 - resources, service & activities
 - bullying policy
- The Program of Studies is distributed to incoming 9th grade students and current THS grades 9, 10, and 11 students at the end of January.
- Q2.** How will I be updated about educational standards and ongoing changes?
- A.** Website access - the THS site, <http://www.trumbullps.org/th> should be visited frequently. Currently, we want you to know that the main page of the THS website posts important information regarding events, bulletins and recognitions. Other information regarding staff, calendars, rubrics, academics, sports, clubs and the PTSA are located within the website.
- Q3.** What are the graduation requirements?
- A.** Per TPS Policy #5123.1, a student must have earned a minimum of 22 credits and must have met the credit distribution requirement; each student must meet performance criteria in 1) evidence-based reading and writing literacy, 2) mathematics literacy, and 3) science literacy; and each student must complete community service.
Specifically, students are required to carry a minimum of 5.5 credits each year. Community service forms are available in counseling offices and on the THS website. Completed forms are returned to the student's counseling office upon completion of the activity.
- Q4.** What are the THS attendance requirements?
1. **REQUIRED** - On the day of an absence or tardiness, a parent/guardian needs to place a phone call to the student's house office, (between 7:15 a.m. and 9:00 a.m.), which explains the absence or tardiness. If a phone call is not made, a parent must send in an absence note within 48 hours (signed by a parent/guardian or physician) upon the student's return to school to the appropriate house office.
 2. Calls or letters to excuse an absence will not be accepted after 48 hours of the student's absence.
 3. Absences without parent/guardian notification are considered as unexcused absences after 48 hours of the student's absences.
 4. Please call the appropriate House Office phone number:
A-House: 203-452-4507, B-House: 203-452-4513, C-House: 203-452-4518
 5. Students who drive to school and who are habitually tardy will be referred to the House Principal.
 6. Please contact the House Office with any updated home, cell, or business phone numbers.
- Q5.** Can students sign up for Independent Study credit?
- A.** Yes, but only on a very selected and limited basis. Students must seek a faculty sponsor and submit a proposal, based on the agreed upon criteria, to the Counseling Department Chairperson. Information is available through your Counselor.
- Q6.** Are students allowed to graduate early?
- A.** Yes. Students must meet with their counselor to determine their eligibility based on credits and requirements.

Students must request early graduation in their Junior year. Credits will be reviewed by their counselor. If they appear to be eligible, they must make their request in writing to the building principal, which will be submitted for committee review. A parent/guardian signature is required.

- Q7.** What are the exact expectations, procedures, and directions about community service requirements?
- A.** Community service is a graduation requirement that began with the Class of 2010. Students are encouraged to volunteer for an activity/event that is purposeful, enjoyable and interesting to them. If they are unable to locate an activity or event, the guidance staff will be able to make suggestions to them. Community service forms are available in the house guidance offices. Once the service is complete, the students should ask the coordinator of the event/activity to fill out and sign the form. Tally forms of activities are available in the Counseling offices. Students collect all service forms and retain them until the end of the year. They then bring them to counselors with the tally sheet, in front, before June 1st. (Please check link to the website for more information). All students must complete a minimum of one hour per year in order to graduate; however, THS views volunteerism as an integral part of a well-rounded high school program and encourages all students to be active participants in this endeavor with as many hours as possible.
- Q8.** What is “Term GPA” on the Infinite Campus report card?
- A.** On the Infinite Campus report card, each marking period is a term. Term 1 is the first marking period. “GPA” is the grade-point average for that term. An “A” average is represented by a GPA of 4.0, a “B” average is represented by a GPA of 3.0, and so on.
- Q9.** What are the dates of parent conferences and report cards?
- A.** Parent Conferences will take place on November 16, 2017, afternoon and evening, and March 1, 2018, afternoon and evening. Please check the Trumbull High School website’s “Academic Calendar” for report card dates. Teachers update their gradebooks on a consistent basis.
- Q10.** Have there been improvements made in the Safety/Security of the campus since last year?
- A.** Yes. Emergency Egress Routes are updated yearly. The main entrance is located at door #1 at the front of the building. The Fire Marshal has increased the number of fire lanes on campus and will be working closely with Administration to ensure safety for all students and staff. Additional internal and external security cameras have been installed.
- Q11.** What is the meaning of the rubrics on the report cards?
- A.** The report card now displays the successful completion of the school-wide rubrics as required by NEASC. Each department is assigned one or more of the school-wide rubrics as recommended by NEASC. Semester courses are assessed in January and full-year courses are assessed in June. Student progress is labeled “E” for exemplary, “P” for proficient, “N” for needs improvement and “U” for unacceptable as a measure of student accomplishment. The actual rubrics themselves can be found on the school website.
- Q12.** Who are the new staff members to the campus, and what are their departments?
- A.** Administration – Ellen Spark, B House Principal
Administrative Assistant – Paula Bekech, B House Office
Business/Technology – Diane Richards
Nursing – Stephanie Sullivan
Paraprofessionals – Anne Caiola
Science – Gregory Pettit
Security – Scott Duva, SRO
Social Studies – Ann Marie Svogun
Special Education/PPS – Vivaldi Demas, Eleni Grafos, Joan Labanca, Carrie Tomaszewicz

- Q13.** What are the Associate to the Dean and the Intervention Counselor positions and how do they operate?
- A.** The Associate to the Dean is Dennis McLaughlin, who is trained as a social worker as well. Working very closely with the Dean of Students, this office is student-centered, focusing on creating a positive learning environment for the Trumbull High School community. Additionally, this office has daily contact with the house offices, security officials and provides another resource for our teaching staff. Discipline issues are handled by the Associate Dean.

The Crisis Intervention Specialist and Associate to the Dean advise the Peer Mediation program. Peer Mediation offers a unique learning experience for students to develop the skills necessary for resolving any interpersonal conflicts with peers. Peer Mediators receive up to 18 hours of training through Creative Response to Conflict, a leader in the field of conflict resolution education. Students may access peer mediation services by filling out a referral form located in each house office or in the library media center. Anti-Defamation League training is also utilized.

The Crisis Intervention Specialist (CIS) at Trumbull High School is Bill Mecca. He is trained as a school social worker, licensed clinical social worker, and licensed drug and alcohol counselor. Bill coordinates/co-delivers three scientifically-based research instructional programs (SRBI) designed to support student learning. First, the Signs of Suicide (S.O.S.) program is offered to all students in their Health classes. Students are taught the symptoms of depression or warning signs of suicide in themselves or their friends and teach them the appropriate steps they should take to get help. Second, the Coping and Support Training (CAST) program is a 12 session group that helps students to build self-esteem, set goals, make decisions, and develop personal control. Third, Reconnecting Youth, (known as Group Dynamics in the Program of Studies) is a daily class elective designed to improve class attendance and grade point averages. Students learn a variety of skills that can help them become successful, independent learners. [Subject to annual budgetary limitations and subscription]

The CIS also works very closely with other members of the administrative, faculty and support staff to address particular student issues. For example, when students find themselves dealing with a serious personal crisis that needs intensive management, the CIS is a part of a multidisciplinary team determining a student's needs and connecting students and families to the appropriate outside resources. The goal in these situations is to ensure that a temporary crisis does not completely overwhelm a student and prevent his/her educational progress.

- Q14.** If I have inquiries about my student, to whom should I direct them?
- A.** You may always contact any teacher directly (email, letter, call house office). Feel free to contact your student's counselor who acts as a "bridge" between the home and the school. Additionally, you might call your student's House Principal, Dean of Students, or Athletic Director, depending on the question. All contact information can be found on the Trumbull High School website.
- Q15.** How is the credit value calculated for Wellness?
- A.** The credit value is based on a traditional standard credit measurement. Freshmen (9th Grade) Physical Education meets every day for a half year, for a credit value of .5. Freshmen also take Health for one quarter. Sophomore (10th Grade) and Junior (11th Grade) Physical Education classes meet every other day, all year. This is equivalent to a .5 credit value.
- In order to accumulate the necessary credits in Wellness at Trumbull High School, a student must successfully complete 9th, 10th & 11th grade Physical Education and Health in grades 9 & 12.